



FSME Procedure Approval
Format for FSME *AND* and RCPD
Letters
AD-200

Issue Date:

Review Date:

Robert J. Lewis
Director, MSSA

Original signed by:

Date:

Josephine M. Piccone
Director, DILR

Original signed by:

Date:

Kathleen N. Schneider
Procedure Contact, FSME


Original signed by:

Date:

ML10

NOTE

*Any changes to the procedure will be the responsibility of the FSME Procedure Contact.
Copies of the FSME procedures will be available through the NRC website.*

	Procedure Title: Format for FSME and RCPD Letters Procedure Number: AD-200	Page: 1 of Issue Date:
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I. INTRODUCTION

This procedure establishes the format and content requirements for formal letters sent from the Office of Federal and State Material and Environmental Management Programs (FSME) to the Directors and staff members of both Agreement and Non-Agreement State Radiation Control Programs, as well as other State officials. This set of correspondents is generally referred to in this procedure as the "States." Methods used for communicating with States include face-to-face meetings, teleconferences, informal e-mails, and formal letters. Formal letters provide the advantage of a written forum for, and a concise record of, the information exchanged.

II. OBJECTIVE

To provide guidance for FSME staff in creating standardized formal letters for providing information to States. A letter categorization schema, numbering system, format outline, distribution and content definition are addressed in this procedure.

III. BACKGROUND

To facilitate written communication with States, the FSME staff has developed a set of standard formats for letters. The standard format letters used by FSME reflect years of experience in communicating with the States. The letter formats evolved into their current form largely in response to these experiences.

In most cases, letters to the States will be distributed by e-mail. Nevertheless, the letters should follow the formal letter format. In order to assure clear and concise written communications with States and interested stakeholders, it is the policy of FSME to utilize the standard format letters to provide the States information that is expected to be of more than casual interest to the recipients. Such information includes, but is not limited to, matters related to compatibility, public health and safety, security or regulatory program operation.

IV. ROLES AND RESPONSIBILITIES

- A. The Director, [Division of Material Safety and State Agreements, \(MSSA\)](#), signs all FSME [and Radiation Control Program Directors \(RCPD\)](#) letters concerning matters within FSME's responsibility, with the exception of Division of [Intergovernmental Liaison and Rulemaking \(DILR\)](#).

- B. The Director, DILR, is responsible for concurrence and signature of all FSME and RCPD letters concerning matters within the Division's responsibility.
- C. The cognizant Branch Chief is responsible for the review and concurrence on FSME and RCPD letters originating within the Branchbranch.
- D. The FSME staff member writing the letter is responsible for the accuracy of information, compliance with NRC-the Nuclear Regulatory Commission (NRC) guidelines for communications, protection of sensitive information, and following appropriate format in this procedure.
- EF. The DMSSA/DILR Division Director's Secretary (or designee) is responsible for:
 - 1. Finalizing the format of the letter and preparing a concurrence package for signatures;
 - 2. Numbering the letter sequentially when the letter is signed and maintaining the letter numbering log;
 - 3. Placing the letter in the Agencywide Documents Access and Management System (ADAMS) ADAMS-with an assigned ML number for immediate processing in accordance with ADAMS template FSME-005 (See Appendix A)
 - 4. Using the sample email-mails format in Appendix A-B to transmit a PDF formatted electronic copy via LYRIS listservers (Appendix BC), within 2- days of the letter's date, to the recipients of the letter.

V. GUIDANCE

- A. Generally, one of two variants of the standard letter format should be used to ~~craft~~create letters to the States.
 - 1. FSME letters are used for non-sensitive information (Appendix CD). They are publically available and posted both in public ADAMS and in the FSME public website. Examples of FSME letters include notices of public meetings, notices of training course offerings, solicitation of comments, and alerts that proposed NRC rules are being published in the *Federal Register*.
 - 2. ~~Radiation Control Program Director~~ (RCPD) letters are used for sensitive, unclassified non-safeguards information (Appendix DE). They are NOT publically publicly available, ~~and are not posted or listed on the external web~~. Use the phrase "OFFICIAL USE ONLY – SENSITIVE INTERNAL INFORMATION" in the header and footer of the letter and each page of the enclosure.

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- B. ~~Because~~ Since RCPD letters contain sensitive information, they should not be referenced in FSME letters. Likewise, the distribution of RCPD letters should be limited to persons with an established "need to know." Names should not be added to any list server used to distribute RCPD letters without the approval of a Division Director.
- C. Neither the FSME nor RCPD letter form should be used for letters addressed to one addressee, nor should they be used for letters to be signed by the Executive Director ~~of~~for Operations, or the Chairman.
- D. Both FSME and RCPD letters follow the same basic format. Individual letters may deviate from the format only as necessary for clear communication in specific instances. Letters should be formatted using ~~Ariel~~Arial 11 point font, one inch ~~border~~margin, left justified except for signature blocks. Standard signature and concurrence blocks should be used.
 - 1. The addressees should be listed in all caps, no underline, no bold.
 - a. FSME letters generally should be addressed to Agreement States, ~~Non~~Non-Agreement States or both, as appropriate. If appropriate, include States that have submitted a formal letter of intent to seek an Agreement. If appropriate, specific State officials, such as the State Liaison Officers can be addressees.

Examples:

Letters to all Agreement States:

ALL AGREEMENT STATES, [~~STATES THAT HAVE SUBMITTED A FORMAL LETTER OF INTENT TO SEEK AN AGREEMENT – EXAMPLE: MICHIGAN],~~NEW JERSEY, VIRGINIA

~~-~~Letters to all Agreement and ~~Non~~Non-Agreement States, and the State Liaison Officers:

ALL AGREEMENT AND NON-AGREEMENT STATES
STATE LIAISON OFFICERS

Letters to individual States:

CALIFORNIA, ILLINOIS, MASSACHUSETTS, NEW YORK, AND
✚TEXAS

- b. RCPD letters should be addressed directly to the State officials that are intended recipients, usually the Radiation Control Program Director. Other **State** officials include the State Liaison Officers and State Part 71 / Part 73 contacts.

Example:

ALL AGREEMENT STATE RADIATION CONTROL PROGRAM
DIRECTORS
STATE LIAISON OFFICERS

- 2. The subject should be a concise statement of the subject of the letter, as short as practical. The subject should be elaborated upon as needed in the purpose paragraph. The subject line format should be all caps, no bold, no underline.

Example (FSME letter):

NOTIFICATION OF NRC WORKSHOPS (FSME-08YY-~~xxx~~NNN)

- 3. Letters are usually divided into three sections, entitled: purpose, background, and discussion. For very brief (i.e., one page) letters providing limited specific information, the sections may be consolidated and the section titles omitted. Section titles should be formatted as ~~upper and lower case~~ **initial caps or sentence case**, bold, no underline.
 - a. **Purpose** - The purpose section should elaborate as needed on the subject of the letter. Generally, it should be kept short - one paragraph. Avoid including text which could be placed in another paragraph. The final sentence of the paragraph should advise the addressee if an action or response is requested or required. If no action or response on the part of the recipient is requested or required, a statement to that effect is optional.
 - b. **Background** - The text in the background section should be limited to pertinent historical information leading up to the issue being addressed. Current activities and situations should be addressed in the discussion section.

c. **Discussion** - The discussion section should include descriptions of the current issue, situation, and activities. If any action is requested, required or expected from the addressees, it should be fully and clearly spelled out in the discussion section.

4. Closing/Contact Paragraph

The final paragraph, just above the signature block, should include the telephone number of the signatory (normally, the Director or Deputy of DMSSA or DILR). A point of contact, i.e., an NRC staff member with personal knowledge of the letter's subject, should be provided.

The following format should be used for point of contact information:

If you have any questions regarding this correspondence, please contact me at [signatory Director's phone number] or the individual named below.

POINT OF CONTACT: Staff Name INTERNET: -staff.name@NRC.GOV
TELEPHONE: (301) 415-[xxxx] FAX: (301) 415-[xxxx]

5. Enclosures

By convention, FSME and RCPD letters may contain enclosures, but not attachments. The enclosures may contain attachments, but the attachments are generally not listed in the letter. All enclosures must be listed, each by its full name or description, immediately under the signature block.

6. OMB Clearances (Appendix EF)

Whenever a return of information is requested from the States, an OMB Paperwork Reduction Act control number and notification is required. FSME maintains separate control numbers (sometimes referred to as "clearances") for information requests from Agreement States only, information requests from Non-Agreement States only, and for information requests from both Agreement and Non-Agreement States. The required paragraph and control number should be placed in a footnote associated with an asterisk placed at the end of the sentence requesting the return of information. *In case where more than one group of addressees are recipients of the letter, the required paragraph and control number for each group of addressees should be included in the letter.*

67. Signature and concurrence

Standard signature and concurrence blocks should be used.

78. Whenever a return of information is requested from the States through FSME or RCPD letter, use Appendix F-G for tracking the comments that ~~was~~ are received, and place ~~it~~ the *Comment Received* document in ADAMS as ~~in a whole package with any responses to the FSME/RCPD letter.~~

~~D~~E. FSME, and RCPD letters location

All letters should be placed in the ADAMS main library. RCPD letters are placed in the folder: FSME - RCPD Letters ([YEAR]). FSME letters are placed in the folder: FSME/FSME - Letters ([YEAR]).

G. Other Means of Communication with Agreement States

On March 16, 2009, the Office of the Inspector General (OIG) issued a report conveying the results of an audit on NRC's Agreement State Program. In this report the OIG recommended that a set of procedures that standardize communications from the NRC to the Agreement States be developed. The report noted that for communications with Agreement States the agency lacks formal standardized procedures or guidance for the communication, including communicating significant events through the Regional State Agreements Officers (RSAO) or other means.

To facilitate communications with the Agreement States outside of the written correspondence described in this procedure, FSME staff has developed FSME Procedure AD-800. *Communications Between FSME/ Regional Offices and the Agreement States.*

VI. APPENDICES

Appendix A – ADAMS Template FSME-005

Appendix ~~A-B~~ – Sample ~~email~~ E-mails for ~~distribution~~ Distribution of the ~~letters~~ Letters

Appendix ~~B-C~~ – FSME ~~distribution~~ Distribution

~~listservers~~ Listservers Appendix ~~C-D~~ – Sample

FSME Letter

Appendix ~~D-E~~ – Sample RCPD Letter

Appendix ~~E-F~~ -- OMB Clearances

Appendix ~~F-G~~ – Comments Received

VII. REFERENCES

1. Audit Report, *Audit Report of NRC's Agreement State Program*, OIG-09-A-08, March 16, 2009
2. FSME Procedure AD-800, *Communications Between FSME/ Regional Offices and the Agreement States*

VIII. ADAMS REFERENCE DOCUMENTS

For knowledge management purposes, all previous revisions of this procedure, as well as associated correspondence with stakeholders, that have been entered into ADAMS are listed below.

No.	Date	Document Title/Description	Accession Number
1	1/3/2009	FSME Procedure AD 200	ML083460146

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Appendix A

ADAMS Template FSME-005

5/26/10

DOCUMENT TYPE SUMMARY

FSME-005

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DOCUMENT TYPE: FSME and RCPD Letters to State Officials

Background

The Office of Federal and State Materials and Environmental Management Programs (FSME) sends formal letters known as FSME and Radiation Control Program Director (RCPD) Letters to the Directors and staff members of both Agreement and Non-Agreement State Radiation Control Programs, State Liaison Officers, as well as other State officials.

All completed FSME and RCPD letters will be numbered in the following fashion on the subject line after the subject:

(FSME-YY-NNN)

(RCPD-YY-NNN)

The numbers will be obtained after signature and the listing will be maintained by the administrative assistant for the Director, Division of Material Safety and State Agreements.

FSME Letters

FSME letters are used for non-sensitive information. They are ~~publically~~publicly available and are posted both in public ADAMS and on the FSME public website. Examples of FSME letters include notices of public meetings, notices of training course offerings, solicitation of comments, and alerts that proposed NRC rules are being published in the *Federal Register*.

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This correspondence will usually be signed at the division director level or higher in FSME.

RCPD Letters

RCPD letters are used for sensitive, unclassified non-safeguards information. They are NOT ~~publically~~publicly available, and are not posted or listed on the external web. The phrase "OFFICIAL USE ONLY – SENSITIVE INTERNAL INFORMATION" will be used in the header and footer of each page of the letter and any enclosures.

This correspondence will usually be signed at the division director level or higher in FSME.

Special Instructions:

This template is to be used by the Document Processing Center (DPC) and staff when processing FSME and RCPD Letters prepared by the FSME into ADAMS.

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Profile Field Requirements for the DPC:

Item ID	System Assigned
Accession No.	System Assigned
Estimated Page Count	DPC Enter: Actual number of pages of file
Document Date	DPC will input date printed/stamped on document. Format is: MM/DD/YYYY
Document Type	All Agreement States Letters and Other document types that apply, e.g., Letter, E-mail, Memo.
Availability	Entered by FSME FSME Letters – Publicly Available RCPD Letters – Non-Publicly Available
Title	Entered by FSME FSME-YY-NNN, [Subject line from letter] or RCPD-YY-NNN, [Subject line from letter] DPC will change if incorrect
Author Name	Name of person who signed cover letter
Author Affiliation	Affiliation of person who signed cover letter
Addressee Name	
Addressee Affiliation	States, Agreement State [States that have signed letters of intent – State of MI] and/or Other State Affiliations that the letter is addressed to
Docket No.	
License No.	
Case/Reference No.	

Field Code Changed

Field Code Changed

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Document/Report Number	Entered by FSME FSME-YY-NNN or RCPD-YY-NNN
Keyword	Entered by FSME staff: FSME-005 "SUNSI Review Complete" for FSME letters, which are publicly available. or Item Code (e.g., MD 3.4 Non-Public A.7) for RCPD letters, which are Non-Publicly Available Note: Press Enter after each entry
Document Date Received	
Date Docketed	
Comment	Entered by FSME Staff: LAN ID of person entering document into ADAMS DPC will not add any value to this field
Vital Records Category	System Assigned
Document Status	
Media Type	Electronic
Physical File Location	ADAMS
FACA Document	No
Date To Be Released	Entered by FSME if Publicly Available [FSME letters only]
Distribution List Codes	Entered by FSME SP03 for FSME letters or SPX2 for RCPD letters
Contact Person	Entered by FSME
Text Source Flag	Entered by FSME: Native Application
Official Record	System Assigned

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Document Sensitivity

Entered by FSME:

Non-sensitive for FSME letters

Sensitive- Internal-periodic review reqd (all other sensitive info) for RCPD letters

Entered by FSME:

Security Rights for the Document/Packages, please add:

FSME-MSSA-Secretaries – Owner

or

FSME-DILR-Secretaries – Owner

Document Processing Center – Owner

NRC Users – Viewer

Appendix AB

Sample ~~Email~~E-mails for Distribution of the Letters

E-Mail Distribution for RCPD Letters:

SUBJECT LINE:

RCPD-~~08YY-xxx~~NNN, Notification of Credentialing Request for the National Source Tracking System

BODY TEXT:

Non-P~~u~~blicly Available

The subject line letter, RCPD-~~08YY-xxx~~NNN, with its Enclosure [if applicable] is contained in the attached electronic file.

Please do not relay the attached document to individuals who do not have a "need to know." This document is not to be publicly released.

Thank you.

E-Mail Distribution for FSME Letters

SUBJECT LINE:

FSME-~~08YY-xxx~~NNN, Publication of Nuclear Regulatory Commission Guidance on Medical Use Licenses

BODY TEXT:

The subject line letter, FSME-~~08YY-xxx~~NNN, with its Enclosure [if applicable] is contained in the attached electronic file, and can be found at the FSME website: <http://nrc-stp.ornl.gov/>.

Thank you.

Note: YY stands for the year the letter is issued.
NNN stands for the number assigned to the letter after it is signed.

Appendix BC

FSME Distribution Listservers

1. STPJJUSTSTATES:

This listserver is for mailings that need to go to Agreement State Radiation Control Program Directors (mailing content includes RCPD letters concerning sensitive information, press releases).

2. STPOTHERSTATES:

This listserver is for mailings that need to go to Non-Agreement State Radiation Control Program Directors (mailing content includes press releases, occasionally RCPD letters are also sent to Non-Agreement States).

3. STPJJUSTSLOs:

This listserver is for mailings that need to go to State Liaison Officers only (mailing content includes letters to SLOs, press releases, notice of opportunity to comment on Rule Making, *Federal Register* Notices, meeting notices).

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4. STPANNOUNCEMENTS:

This listserver is for mailings that need to go to parties who have subscribed to receive notifications, announcements, etc. regarding FSME via the FSME public website ([Agreement State FSME](#) letters).

Appendix CD

Sample FSME Letter

Month Day,
2008Year

ALL AGREEMENT STATES, [LETTER OF MICHIGAN, NEW JERSEY,
VIRGINIA/INDEPENDENT STATES, (IF ANY)]
STATE LIAISON OFFICERS

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-OPPORTUNITY TO COMMENT ON NRC DOCUMENT (Name of the document)
(FSME-08YY-xxxNNN)

Purpose: The purpose section should elaborate as needed on the subject of the letter. Generally, it should be kept short - one paragraph. Avoid including text which could be placed in another paragraph. The final sentence of the paragraph should advise the addressee if an action or response is requested or required. If no action or response on the part of the recipient is requested or required, a statement to that effect is optional.

Example: [To inform Agreement States and State Liaison Officers about the opportunity to provide comments on the final draft of the U.S. Nuclear Regulatory Commission (NRC) Revised Document.***]

Background: The text in the background section should be limited to pertinent historical information leading up to the issue being addressed. Current activities and situations should be addressed in the discussion section.

Discussion: The discussion section should include descriptions of the current issue, situation, and activities. If any action is requested, required or expected from the addressees, it should be fully and clearly spelled out in the discussion section.

Example: [Comments about the final draft of the document should be submitted by Month Day, Year. Information about methods for submitting your comments is available in the Federal Register notice. Response time should be greater than 30 days. If your requested response time needs to be within 30 days, it has to be approved by a Division Director.]

*This information request has been approved by OMB 3150-0029, expiration 08/31/2010MM/DD/YYYY. The estimated burden per response to comply with this voluntary collection is approximately 8 hours. Send comments regarding the burden estimate to the Records and FOIA/Privacy Services Branch (T-5F52), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to infocollects@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0029), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

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**This information request has been approved by OMB 3150-0163, expiration 01/31/2013. The estimated burden

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per response to comply with this voluntary collection is approximately 8 hours. Send comments regarding the burden estimate to the Records and FOIA/Privacy Services Branch (T-5F52), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to infocollects@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0163), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

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If you have any questions regarding this correspondence, please contact me at [signatory Director's phone number] or the individual named below.

POINT OF CONTACT: Your Name INTERNET: your.name@nrc.gov
 TELEPHONE: (301) 415-xxxx FAX: (301) 415-xxxx
~~POINT OF CONTACT: Your Name INTERNET: your.name@nrc.gov~~
~~TELEPHONE: (301) 415-xxxx FAX: (301) 415-xxxx~~

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Director's Name, Director
 Division Name
 Office of Federal and State Materials
 and Environmental Management Programs

Enclosures:

1. Related document
2. The Draft Policy to be commented
3. List of students from the States selected to attend the H-313 course

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Distribution

~~DIR RF~~
~~DMSSA RF~~
~~{Insert name}, RGN I~~
~~{Insert name}, FSME~~
~~{Insert name}, NSIR~~
~~{Insert name}, OGC~~

Note: This letter will be send out to everyone who signed on to the FSME List Server under FSME Public Website.

FSME-08YY-xxxNNN

-2-

If you have any questions on this correspondence, please contact me at [signatory Director's phone number] or the individual named below.

POINT OF CONTACT: -Your Name
TELEPHONE: (301) 415-xxxx

INTERNET: -your.name@nrc.gov
FAX: (301) 415-xxxx

/RA/

Director's Name, Director
Division Name
Office of Federal and State Materials
and Environmental Management Programs

Enclosures:

- 1. Related document
- 2. The Draft Policy to be commented
- 3. List of students from the States selected to attend the H-313 course

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DISTRIBUTION:-

DIR RF DMSSA/DILR RF
[Insert name], RGN-[Insert Appropriate
Offices] [Insert name], FSME-[Insert
Appropriate Regions]
[Insert name], NSIR [Insert
name], OGC

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ML Number

OFFICE	FSME/[Division]DMSSA	FSME/[Division]DMSSA	FSME/[Division]DMSSA	FSME/[Division]DMSSA
NAME	Name	Name		
DATE				
OFFICE				
NAME				
DATE				

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NAME					
DATE	/ /YY	/ /YY	/ /YY	/ /YY	/ /YY

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OFFICIAL USE ONLY – SENSITIVE INTERNAL INFORMATION

Appendix
DE

Sample RCPD Letter

Month Date,
2008Year

ALL AGREEMENT STATE RADIATION CONTROL PROGRAM DIRECTORS,DIRECTORS,
AND [LETTER OF INTENT STATES, (IF ANY)]

[~~INTENT STATE~~]

OPPORTUNITY TO COMMENTS ON THE NRC DOCUMENT [NAME OF THE DOCUMENT]
(RCPD-08YY-xxxNNN)

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Purpose: The purpose section should elaborate as needed on the subject of the letter. Generally, it should be kept short - one paragraph. Avoid including text which could be placed in another paragraph. The final sentence of the paragraph should advise the addressee if an action or response is requested or required. If no action or response on the part of the recipient is requested or required, a statement to that effect is optional.

Example: [To inform Agreement States about the opportunity to provide comments on the final draft of the U.S. Nuclear Regulatory Commission (NRC) Revised Document.*]

Background: The text in the background section should be limited to pertinent historical information leading up to the issue being addressed. Current activities and situations should be addressed in the discussion section.

Discussion: The discussion section should include descriptions of the current issue, situation, and activities. If any action is requested, required or expected from the addressees, it should be fully and clearly spelled out in the discussion section.

Example: [Comments about the final draft of the document should be submitted by Month Day, Year. Information about methods for submitting your comments is available in the *Federal Register* notice.]

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*This information request has been approved by OMB 3150-0029, expiration 08/31/2010MM/DD/YYYY. The estimated burden per response to comply with this voluntary collection is approximately 8 hours. Send comments regarding the burden estimate to the Records and FOIA/Privacy Services Branch (T-5F52), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to infocollects@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0029), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

OFFICIAL USE ONLY – SENSITIVE INTERNAL INFORMATION

OFFICIAL USE ONLY – SENSITIVE INTERNAL INFORMATION

RCPD-08YY-xxxNNN

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If you have any questions regarding this correspondence, please contact me at [signatory Director's phone number] or the individual named below.

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POINT OF CONTACT: Your Name INTERNET: your.name@nrc.gov
TELEPHONE: (301) 415-xxxx FAX: (301) 415-xxxx
~~POINT OF CONTACT: Your Name INTERNET: your.name@nrc.gov~~
~~TELEPHONE: (301) 415-xxxx FAX: (301) 415-xxxx~~

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Director's Name, Director
Division Name
Office of Federal and State Materials
and Environmental Management Programs

Enclosures:

1. Related document
2. The Draft Policy to be commented

~~Distribution DIR RF DMSSA RF~~
~~{Insert name}, RGN I {Insert name}, FSME~~
~~{Insert name}, NSIR~~
~~{Insert name}, OGC~~

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OFFICIAL USE ONLY – SENSITIVE INTERNAL INFORMATION

RCPD-08YY-xxxNNN

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If you have any questions on this correspondence, please contact me at [signatory Director's phone number] or the individual named below.

POINT OF CONTACT: Your Name INTERNET: your.name@nrc.gov
TELEPHONE: (301) 415-xxxx FAX: (301) 415-xxxx
~~POINT OF CONTACT: Your Name INTERNET: your.name@nrc.gov~~
~~TELEPHONE: (301) 415-xxxx FAX: (301) 415-xxxx~~

/RA/

Director's Name, Director
Division Name
Office of Federal and State Materials
and Environmental Management Programs

Enclosures:

- 1. Related document
- 2. The Draft Policy to be commented

DISTRIBUTION:

MSSA/DILR RF

[Insert name], [Insert Appropriate Offices]

[Insert name], [Insert Appropriate Regions]

~~Distribution~~

~~DIR RF~~

~~DMSSA RF~~

~~[Insert name], RGN+~~

~~[Insert name], FSME~~

~~[Insert name], NSIR~~

~~[Insert name], OGG~~

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NAME					
DATE	/ /YY	/ /YY	/ /YY	/ /YY	/ /YY

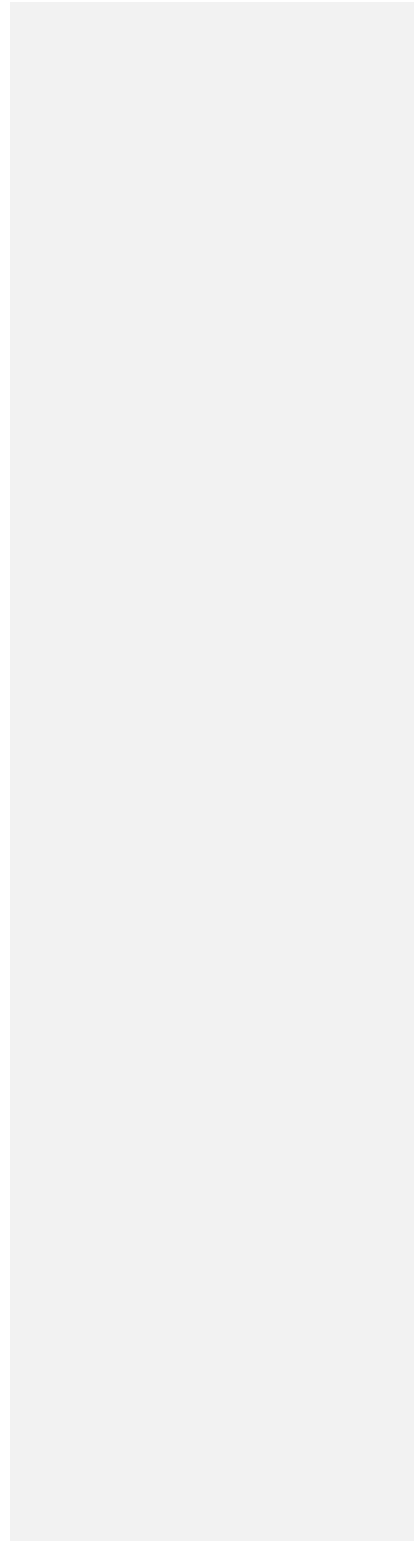
OFFICIAL RECORD COPY

ML Number

OFFICE	FSME/DMSSA[Division]	N	FSME/[Division]DMSSA	N	FSME/[Division]DMSSA	N	FSME/[Division]DMSSA
NAME							
DATE							
OFFICE	FSME/[Division]DMSSA						
NAME							
DATE							

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OFFICIAL USE ONLY – SENSITIVE INTERNAL INFORMATION



Appendix EF

OMB Clearances Texts

OMB CLEARANCE STATEMENT FOR FSME AND RCPD LETTERS (OMB 3150-0029 – AGREEMENT STATES)¹

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* This information request has previously been approved by OMB 3150-0029 and was resubmitted to OMB for review of continued approval of information collection. ~~This information request has been approved by OMB 3150-0029, expiration 08/31/2010.~~ The estimated burden per response to comply with this voluntary collection is approximately 8 hours. Send comments regarding the burden estimate to the Records and FOIA/Privacy Services Branch (T-5F52), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to infocollects@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0029), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

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OMB STATEMENT FOR FSME LETTERS (OMB 3150-0200 - NON-AGREEMENT STATES)

* This information request has been approved by OMB 3150-0200, expiration 08/03/2011. ~~This information request has been approved by OMB 3150-0200, expiration 06/30/2009.~~ The estimated burden per response to comply with this voluntary collection is approximately 8 hours. Send comments regarding the burden estimate to the Records and FOIA/Privacy Services Branch (T-5F52), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to infocollects@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0200), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

OMB STATEMENT FOR FSME LETTERS (OMB 3150-0163 - STATE LIAISON OFFICERS)

*This information request has been approved by OMB 3150-0163, expiration ~~01/31/2013~~~~01/31/2009~~. The estimated burden per response to comply with this voluntary collection is approximately 8 hours. Send comments regarding the burden estimate to the Records and FOIA/Privacy Services Branch (T-5F52), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to infocollects@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0163), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

¹Valid OMB clearance expiration dates are available at the Office of Information Service internal website, under Information Collections, Current NRC Clearance Status

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Appendix FG

Comments Received

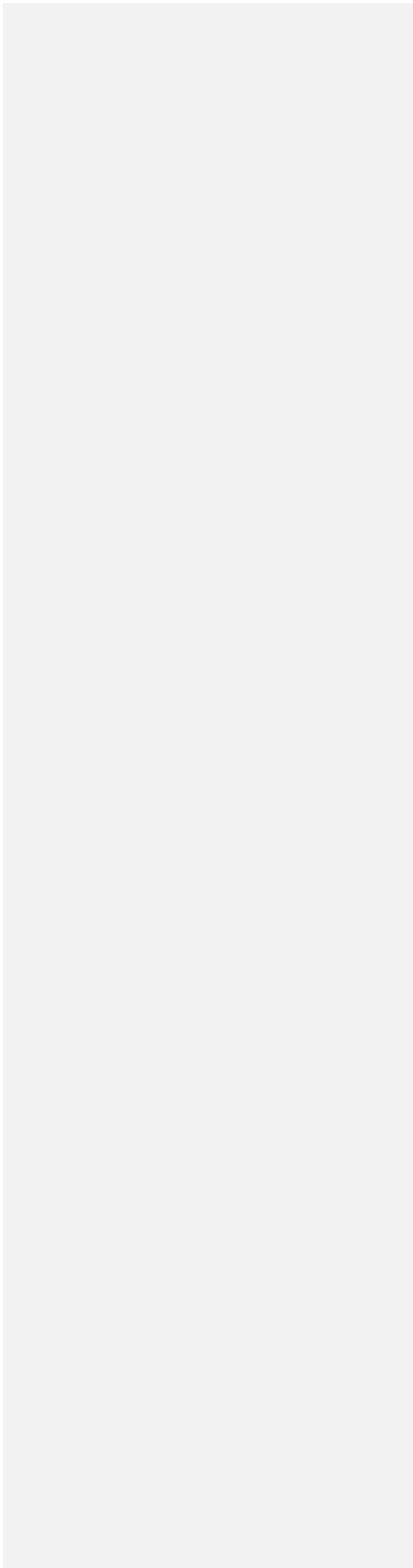
FSME-08YY-NNN or RCPD-YY-NNN

COMMENTS RECEIVED

STATE	YES/DATE	NO
ALABAMA		
ALASKA		
ARIZONA		
ARKANSAS		
CALIFORNIA		
COLORADO		
CONNECTICUT		
DELAWARE		
FLORIDA		
GEORGIA		
HAWAII		
IDAHO		
ILLINOIS		
INDIANA		
IOWA		
KANSAS		
KENTUCKY		
LOUISIANA		
MAINE		
MARYLAND		
MASSACHUSETTS		
*MICHIGAN		
MINNESOTA		
MISSISSIPPI		
MISSOURI		
MONTANA		
NEBRASKA		
NEVADA		
NEW HAMPSHIRE		
*NEW JERSEY		

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NEW MEXICO		
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Appendix FG

STATE	YES/DATE	NO
NEW YORK STATE HEALTH DEPT.		
NEW YORK CITY DEPT OF HEALTH		
NEW YORK STATE DEPT OF ENVIRONMENTAL CONSERVATION		
NYC DOH		
NORTH CAROLINA		
NORTH DAKOTA		
OHIO		
OKLAHOMA		
OREGON		
PENNSYLVANIA		
PUERTO RICO		
RHODE ISLAND		
SOUTH CAROLINA		
SOUTH DAKOTA		
TENNESSEE		
TEXAS		
TEXAS -COMMISSION ON ENVIRONMENTAL QUALITY		
UTAH		
VERMONT		
VIRGINIA		
WASHINGTON		
WEST VIRGINIA		
WISCONSIN		
WYOMING		

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*Letters of Intent received from Governor